

## **INSTRUCTIONS FOR FILING YOUR DISASTER UNEMPLOYMENT ASSISTANCE (DUA) WEEKLY CLAIMS**

You must complete the Weekly Request for Disaster Unemployment Assistance form every week to claim benefits for the previous Saturday week ending date. You can mail or fax the claim form to the address or fax number below.

### **Section A. Applicant Information**

The week ending date goes from 12:01 a.m. Sunday through midnight Saturday. For example, the week that ends 01/28/2006 covers Sunday, 01/22/2006 through Saturday 01/28/2006. You file your claim for the week ending 01/28/2006 anytime starting 01/29/2006 through 5:00 p.m. on 02/03/2006.

To prevent delay in processing your weekly claim, please give complete information on the form. Answer "Yes" or "No" to each question, and provide more information if needed. For example, if you answer question 1 "Yes", you would list the gross earnings (self-employment, net earnings) and the total hours worked during the week you are claiming, including complete employer or business information.

### **Section B. Work Search Information**

Answer the questions to show your work search for the week you are claiming.

### **Section C. Self-Employment Update Information**

Describe what you are doing to resume your self-employment.

### **Section D. Application Certification**

Read the Certification and sign and date the form.

## **FORWARDING INSTRUCTIONS**

Mail or fax completed form(s) to:

Employment Security Department  
Disaster Unemployment Assistance  
PO Box 9046  
Olympia, WA 98507-9046  
Fax: (360) 902-9783

If you have questions, please call the DUA Unit at 1-877-416-7274 or email at [DUA@esd.wa.gov](mailto:DUA@esd.wa.gov).